

EMPLOYMENT OPPORTUNITY

CITY OF LONGBEACH



ADMINISTRATIVE OPERATIONS OFFICER DEPARTMENT OF FINANCIAL MANAGEMENT

The City of Long Beach is seeking a self-starting, highly productive professional with excellent writing and interpersonal skills and a strong desire for quality and accuracy to provide administrative and project management support to the Director of Financial Management.



THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2014-15 budget of approximately \$3.0 billion, with the General Fund budget totaling \$401 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine unions.



DEPARTMENT OF FINANCIAL MANAGEMENT

The Department of Financial Management administers the financial affairs of the City of Long Beach and provides related services to citizens, elected officials, and City departments. The Department manages the City's revenues, expenditures, purchasing, accounting, budgeting, investments, cash management, and debt issuance and management. With approximately 240 employees, the Department includes the following Bureaus: Administrative Services, Accounting, Budget Management, Commercial Services, City Treasurer, Business Services, Fleet Services, and Financial Controls.

THE POSITION

The Administrative Operations Officer (in the classification of Special Projects Officer) is an at-will management position that is part of the executive team for the Department of Financial Management, and reports directly to the Director of Financial Management/Chief Financial Officer. The position has substantial authority and responsibility for creating and managing the preparation of complex and sensitive high level documents, and manages a variety of ad-hoc special projects and complex inter- and intra-departmental planning and coordination efforts for the Director.

Examples of duties include:

- Substantive producing, managing, and editing of documents for content, political sensitivity, tone, clarity, comprehensiveness, effectiveness, and consistency. Documents include City Council agenda items, purchasing awards, requests for proposals, bond issuance/refunding transactions, budget reports, and communications to the City Manager, City Council, and the public.
- Maintaining Department-critical archives, and researching and analyzing information on a wide variety of complex and potentially interrelated topics.
- Managing and coordinating various projects, including high volume workloads related to Public Information Requests, space planning and reconfiguration efforts, and development of Department website content.
- Serving as Department liaison/contact point to the public, elected officials, City Manager's Office, City departments, and outside agencies, and handling most general contact with these parties, including follow-up and resolution of difficult customer issues.
- Representing Department interests on various committees related to topics such as ADA Compliance, Citywide Communications, and the City website.
- Supervising clerical staff and developing training opportunities.
- Providing back-up support as needed to the Administrative Officer, such as conducting employee investigations, managing the recruiting process, and approving documents and transactions.
- Providing advice and recommendations to the Financial Management Director/CFO on a variety of issues.

THE IDEAL CANDIDATE

The ideal candidate will thrive in a fast-paced work environment, enjoy working in an organization with an informal culture, have a very strong desire for high quality and accuracy, and do what is necessary to meet deadlines. The ideal candidate is capable of adapting and adhering to multiple deadlines while maintaining effective working relationships at all levels of the organization. This candidate will be a strong manager of people, operations, and projects who will lead by example. He or she will be driven, detail oriented, highly productive, and have excellent independent motivation and follow-through.

Experience + Education

1. Two years of progressively responsible professional experience performing duties similar in nature and complexity to those performed by this position. One year of supervisory or lead responsibilities is highly desirable.
2. Graduation from an accredited university or college with a Bachelor's degree in an applicable field is desirable; experience and training offering specific and substantial preparation for the duties of this position will be considered in lieu of Bachelor's degree.

Professional Attributes: The attributes that best describe the Administrative Operations Officer

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| ▪ Excellent writing skills | ▪ Direct communicator with superior interpersonal skills |
| ▪ Consistently meets deadlines | ▪ Extremely organized multi-tasker |
| ▪ High productivity, high quality, high accuracy | ▪ Strategic thinker and problem-solver and exercises good judgment |
| ▪ Takes charge and is self-motivated | ▪ Handles sensitive issues with tact, discretion and integrity |
| ▪ Enjoys an informal, relaxed, but high productivity environment | ▪ Proficient in Microsoft Applications such as Word, Excel and Publisher |

SALARY + BENEFITS

Salary is commensurate with work experience, with a range of \$52,794 to \$79,510. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – California Public Employee's Retirement System (CalPERS) with a benefit of 2.5% @ 55 for Classic members (prior or current CalPERS or reciprocating agency members with less than a 6-month break in service) or 2% at 62 for new members as defined by PEPR, subject to the limitations set by CalPERS. Employee pays the employee portion. Coordinated with Social Security.
- **Vacation** – 12 days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 of service.
- **Executive Leave** – 40 hours per year.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Monthly Auto Allowance**
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000.
- **Disability** – City-paid short-term and long-term disability insurance.
- **Management Physical** – Annual City-paid physical examination.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.

APPLICATION PROCESS

This recruitment will close at **4:00 p.m. on Friday, February 19, 2016, or until sufficient applications are received.** The recruitment may be extended if sufficient qualified applications are not received. To be considered for this opportunity, applicants must submit: a letter of interest and resume that reflect the scope and level of their current/most recent positions and responsibilities as they relate to the duties of this position; a list of three professional references; salary history; and responses to the attached supplemental questions. Please submit these materials in Word or PDF format to daniel.casey@longbeach.gov. Include the recruitment code **FM16-004** in the subject line of your email.

Following application screening, the best qualified applicants will be invited to interview. An appointment is contingent upon the completion of a thorough reference and background check. References will not be contacted until the end of the process upon consultation with the selected candidate.

This information is available in an alternative format by request to the Administration Bureau at (562) 570-5486. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request it when submitting your application, or call (562) 570-5486. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

Administrative Operations Officer
Supplemental Questions

*Please prepare complete responses to the following questions. Be sure to place your name on each page being submitted. Responses **must** accompany the City of Long Beach employment application. Responses to individual questions should be no longer than two pages. Your responses are requested to get a sense of your writing skills and insights into your management style and experience. Failure to respond to these supplemental questions will disqualify you from further consideration.*

1. Describe your level and scope of experience as it relates to the position of Administrative Operations Officer.
2. Describe your experience in working on a project that required coordination, research, and developing a recommendation. Include the following in your response:
 - a) Your role in the project;
 - b) The topic and purpose of the project;
 - c) A description of how you conducted your research and what methods you used;
 - d) What important elements you considered and why they were selected;
 - e) The results of your research and summary of your recommendation(s).
3. Describe your experience with writing sensitive and complex documents and how you determined the tone of your writing.
4. Describe an undertaking you have led that improved effectiveness and/or created new efficiencies. Include a description of the challenges you faced in implementing the efficiencies and describe how you overcame those challenges and indicate the outcome of the implementation.